

SECRET

or Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

CIA INTERNAL USE ONLY

012

O  
T  
R

# SCHEDULE OF COURSES and COURSE DESCRIPTIONS

5-1-70

JULY 1969 — DECEMBER 1969

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

CIA INTERNAL USE ONLY

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

OFFICE OF TRAINING

**SCHEDULE OF COURSES  
and  
COURSE DESCRIPTIONS**

**JULY—DECEMBER 1969**

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

## PREFACE

This Schedule of Courses and Course Descriptions has been compiled by the Admissions, Information, and Records Branch/Instructional Support Staff/Office of Training as a guide in planning internal training during the first half of Fiscal Year 1970. The first section contains an alphabetical listing of courses with the scheduled dates for each. The second section is grouped by the OTR Schools which provide the training and the course descriptions are listed alphabetically within each School.

Included, also, are facsimiles of Form 73, "Request for Internal Training", and Form 136, "Request for Training at Non-Agency Facility". The explanatory notes, which pertain to those items which require particular attention, are presented as an aid in completing the request.

Many components other than the Office of Training offer courses. The Office of Communications and the Technical Services Division, which have extensive programs, publish their own catalogues; others, who have only a few courses, do not. The Office of Medical Services, the Office of Security, and the Office of Economic Research do have courses available to employees from other components.


We hope that the new format and inclusion of the additional information will make this publication a useful planning tool.

## TABLE OF CONTENTS

	Page
Preface. . . . .	ii
Schedule of Courses. . . . .	1
Course Descriptions	
Language School. . . . .	10
Intelligence School. . . . .	11
Support School . . . . .	16
Operations School. . . . .	19
School of International Communism. . . . .	26
[REDACTED] . . . . .	27
Office of Computer Services. . . . .	29
Miscellaneous Non-OTR Internal Courses . . . . .	36
Request for Internal Training. . . . .	37
Request for Training at Non-Agency Facility. . . . .	40

25X1A

## SCHEDULE OF COURSES

	Page
Administrative Procedures 3 1/2 or 5 days - full time	16
21 - 25 July	20 - 24 Oct
18 - 22 Aug	17 - 21 Nov
15 - 19 Sept	8 - 12 Dec
ADP Orientation 3 days - full time	29
26 - 28 Aug	2 - 4 Dec
21 - 23 Oct	
Advanced Management (Planning) 1 week - full time	16
24 - 29 Aug	19 - 24 Oct
14 - 19 Sept	14 - 19 Dec
25X1A 	27
27 Oct - 7 Nov	
ALC Macro Writing 1 week - full time	29
24 - 28 Nov	
APL/360 1 week - full time	29
25 - 29 Aug	15 - 19 Dec

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Page

Basic ADEPT Course 30  
15 weeks - full time

29 Sept - 2 Jan 1970

Basic Country Survey: USSR 26  
2 weeks - full time

13 - 24 Oct

Budget Process Course 36  
1 week - part time

20 - 24 Oct

Chiefs of Station Seminar 19  
2 weeks - full time

6 - 17 Oct

China Familiarization 26  
1 week - full time

21 - 25 July 27 - 31 Oct  
29 Sept - 3 Oct 15 - 19 Dec

China Operations 19  
1 week - full time

3 - 7 Nov

CIA Review 11  
1 1/2 hours - part time

8 July 14 Oct  
12 Aug 12 Nov  
9 Sept 9 Dec

Clandestine Scientific & Technical Operations 19  
2 weeks - full time

13 - 24 Oct

Clandestine Service Records I 19  
3 days - part time

8, 10, 12 Sept 24, 26, 28 Nov  
9 and 10 Oct (for CTs)

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Page

Clandestine Service Records II 1 week - part time	20
15 - 19 Sept	1 - 5 Dec
13 - 17 Oct (for CTs)	
Clandestine Service Records III 2 days - part time	20
22 - 23 Sept	8 - 9 Dec
Clandestine Service Review - To be announced	20
Clerical Refresher 4 weeks - part time	16
7 July - 1 Aug	20 Oct - 14 Nov
11 Aug - 5 Sept	24 Nov - 19 Dec
15 Sept - 10 Oct	
COBOL Programming Techniques 1 week - full time	31
1 - 5 Dec	
Communist Party Organization and Operations To be announced	26
Communist Target: A Survey 3 weeks - full time (Formerly Challenge of Worldwide Communism)	26
28 July - 15 Aug (for CTs)	
8 - 19 Dec and 5 - 9 Jan 1970 (for CTs)	
Counterintelligence Familiarization 2 weeks - full time	21
22 Sept - 3 Oct	8 - 19 Dec
Counterintelligence Operations 2 weeks - full time	21
8 - 19 Sept	24 Nov - 5 Dec
Covert Action Familiarization 4 days - full time	21
8 - 11 Dec	

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Page

Covert Action Operations Seminar  
3 1/2 days - full time

22

27 - 30 Oct

25X1A



22

6 - 9 Oct

European Operations  
3 weeks - full time

23

6 - 24 Oct

Field Finance and Logistics  
3 weeks - full time

16

14 July - 1 Aug  
8 - 26 Sept

3 - 21 Nov

Geography of Communist China  
3 weeks - part time

11

8 - 26 Sept

Geography of USSR - To be announced

11

Information Reporting, Reports, and Requirements  
3 weeks - full time

23

7 - 25 July  
8 - 26 Sept

3 - 21 Nov

Information Reports Familiarization  
1 week - full time

23

6 - 10 Oct  
20 - 24 Oct

8 - 12 Dec  
15 - 19 Dec

Intelligence Briefing  
4 weeks - part time

12

20 Oct - 12 Nov

Intelligence Production  
8 weeks - full time

12

13 Oct - 5 Dec (for CTs)

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY



SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Page

Intelligence Review 12  
2 weeks - full time

3 - 14 Nov

Intelligence Techniques 13  
3 weeks - full time

18 Aug - 5 Sept (for CTs)

Interactive Course 31  
1 week - full time

1 - 5 Dec

Introduction to Communism 26  
2 weeks - full time

2 - 12 Sept 27 Oct - 7 Nov  
29 Sept - 10 Oct 24 Nov - 5 Dec

Introduction to Intelligence 13  
2 weeks - full time

18 - 29 Aug 13 - 24 Oct  
15 - 26 Sept 8 - 19 Dec

Introduction to Map Reading & Imagery Analysis 13  
8 days - full time - over a three week period

17 Nov - 3 Dec

JCS/DIA 13  
2 days - full time

18 - 19 Nov

Language Courses (3 students minimum) 10  
Full-Time Courses  
Zero to Intermediate -- 28 weeks

French 7 July, 8 September, 3 November  
Spanish 7 July, 8 September, 3 November  
German 7 July, 8 September, 3 November

Zero to Elementary-Speaking-to Slight-Reading -- 11 Months

Chinese 7 July

All Other Languages\* 8 September

\*Full-time Japanese, Swedish, Greek, Czech, Vietnamese and Thai are scheduled on a negotiated basis with the responsible Agency components.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

Part-Time Courses (3 students minimum)  
Zero to Elementary -- 20 weeks, MWF-4 hrs each day

French	7 July, 8 September, 3 November
Spanish	7 July, 8 September, 3 November

All Other Languages\*\* 8 September

\*\*Part-time language training, other than French, Spanish and certain specialized Russian reading courses, are scheduled as noted or by special arrangement with the Language School.

Linear Programming	32
1 week - full time	

4 - 8 Aug

Management	16
1 week - full time	

29 Sept - 3 Oct	1 - 5 Dec
-----------------	-----------

Managerial Grid	17
1 week - full time	

10 - 15 Aug	2 - 7 Nov
-------------	-----------

Midcareer Executive Development	17
6 weeks - full time	

20 July - 29 Aug	12 Oct - 21 Nov
------------------	-----------------

Modified ADEPT Course	32
5 weeks - full time	

4 Aug - 5 Sept

Operating System/360	33
8 days - full time	

20 - 29 Aug

Operational Interrogation	23
3 weeks - full time	

8 - 26 Sept	3 - 21 Nov
-------------	------------

Operations, Phase I 27  
13 weeks - full time

13 Oct - 23 Jan 1970

Operations, Phase II 27  
10 weeks - full time

8 Sept - 14 Nov

Operations Familiarization 28  
4 weeks - full time

8 Sept - 3 Oct

Operations Support 24  
3 weeks - full time

6 - 24 Oct 1 - 19 Dec

Orientation to Intelligence 13  
2 weeks - full time

14 - 25 July (for CTs)  
24 Nov - 5 Dec (for CTs)

Orientation for Overseas 14  
2 days - full time

1 - 2 July 7 - 8 Oct  
5 - 6 Aug 4 - 5 Nov  
2 - 3 Sept 2 - 3 Dec

Parachute Jump Training 28  
2 weeks - full time

17 - 26 Nov

PL/1 Macro Writing Course 33  
1 week - full time

22 - 26 Sept 8 - 12 Dec

PL/1 Programming Techniques 34  
1 week - full time

8 - 12 Dec

25X1A

 Orientation - To be announced 36

	Page
Politics Workshop 3 1/2 days - full time 17 - 20 Nov	24
Programming Language/One 1 week - full time or 2 weeks - part time 18 - 22 Aug                      3 - 14 Nov	34
Project USEFUL 1 week - full time 22 - 26 Sept	24
Reading Improvement - To be announced	36
Senior Management Seminar (Planning) 1 week - full time 5 - 10 Oct	17
Soviet Bloc Operations 3 weeks - full time 3 - 21 Nov	25
Special Clandestine Operations Orientation Course for DDS&T 1 week - full time 15 - 19 Sept	25
Supervision 1 week - full time 22 - 26 Sept                      8 - 12 Dec 27 - 31 Oct	17
Support Services 6 weeks - full time 13 Oct - 21 Nov (for CTs)	18

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Support Services Review: Trends & Highlights 18  
1 week - full time

8 - 12 Sept 8 - 12 Dec  
27 - 31 Oct

Systems Analysis 35  
2 weeks - full time

7 - 18 July 15 - 26 Sept

Vietnam Area Course 14  
1 week - full time

7 - 11 July 13 - 17 Oct  
11 - 15 Aug 1 - 5 Dec

Vietnam Paramilitary Orientation 28  
1 week - full time

14 - 18 July 6 - 10 Oct  
25 - 29 Aug 15 - 19 Dec

Vietnam Station Orientation 14  
1 week - full time

21 - 25 July 20 - 24 Oct  
18 - 22 Aug 8 - 12 Dec

Writing Workshop (Basic) 14  
4 weeks - part time - 2 mornings a week

8 - 31 July 4 Nov - 2 Dec  
16 Sept - 9 Oct

Writing Workshop (Intermediate) 15  
4 weeks - part time - 2 mornings a week

7 - 30 July 15 Sept - 8 Oct

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

## COURSE DESCRIPTIONS

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

**LANGUAGE SCHOOL**

**L  
S**

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

The OTR Language School provides full time and part time instruction regularly in 12 languages (French, Spanish, Italian, Portuguese, Russian, German, Mandarin, Chinese, Arabic, Farsi, Turkish, and Indonesian). Six languages (Swedish, Greek, Czech, Japanese, Vietnamese, and Thai) are provided on a negotiated basis. There is a limited capacity for 12 additional languages (Serbo-Croatian, Romanian, Danish, Latvian, Azerbaijani, Flemish, Swahili, Lingala, Hebrew, Estonian, Lithuanian, and Dutch) and specific inquiry should be made on extension 3271 where interest exists. With the exception of limited part-time Russian courses all classes are taught at the Washington Building Annex of Arlington Towers. When the Language School cannot handle the requirement, it is normally possible to fulfill the need through external training sources, either governmental or private. Detailed procedural information concerning internal language instruction is contained in the Memorandum for All Training Officers of the Agency, dated 1 April 1969.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET  
CIA INTERNAL USE ONLY



# **INTELLIGENCE SCHOOL**

**I  
S**

CIA Review (1 1/2 hours - morning)

For all returnees from the field.  
Covers recent developments affecting the Agency's organization and mission at the NSC, USIB, and Agency levels. Includes the security reindoctrination lecture. Given in Washington area.  
No other prerequisites.

Conference Techniques (11 weeks - one morning a week)

For Agency Officers responsible for planning and for leading group discussions and conferences.  
The role of an effective participant is also emphasized. Given in Washington area.  
No other prerequisites.

Geography of Communist China (3 weeks - MWF - all day)

For professional employees who need a working knowledge of the geography of Communist China.  
A text has been especially compiled for this course, incorporating the latest unclassified data. Classified materials to be used include the Intelligence Map Series to illustrate certain geographical points. This course concentrates on those elements of the natural and cultural environment that can influence the political, economic, military, or foreign relations stance of Communist China.  
Given in Washington area.  
No other prerequisites, although China Familiarization Course is desirable.

Geography of the USSR (6 weeks - MWF - all day)

For professional employees who need a working knowledge of the geography of the USSR.  
Text materials used will include the best available regular academic texts, Soviet maps and atlases. Training will be given in transliteration and use of Russian-language materials where necessary. Classified materials to be used include the Intelligence Map Series to illustrate certain geographical points. Films and slides will be shown. This course concentrates on those elements of the natural and cultural environment that can influence the political, economic, military, or foreign relations stance of the USSR.  
Given in Washington area.  
No other prerequisites, although "Basic Country Survey: USSR" Course is desirable.

Intelligence Briefing (4 weeks - MW - mornings)

For professional employees with preference given to those who have briefing responsibilities. Instruction and practice in the basic techniques of intelligence briefing using seminar discussions of briefing objectives and problems, preparation and delivery of assigned briefings, and class and instructor critique of performance. At least two of the briefings will be video-taped. Also covered are platform techniques, audience and occasion analysis, substantive organization, coherence and clarification devices, design and use of briefing notes, design and use of visual aids, answering questions, and briefing-team techniques. Briefing assignments are tailored to the areas of specialization and responsibility of the individual class members. Given in Washington area. No other prerequisites.

Intelligence Production (9 weeks - all day)

For Career Trainees. Provides detailed orientation into DDI components, emphasizing particularly the problems of producing finished intelligence. Also stresses the close working relationships between DDI units and other Agency and non-Agency (including both USIB and non-USIB) offices. The required course research paper is intended to give the CT pre-job experience in using Agency reference facilities as well as in producing finished intelligence. Given in Washington area. No other prerequisites.

Intelligence Research Techniques (2 weeks - all day)

For analysts, librarians, reference analysts, and research assistants. Covers each stage of the research process from the origin of an intelligence research topic to the writing of a skeletal report. A research project is used as a practical exercise. Includes orientation on repositories of information and on value of collection programs. Given in Washington area. No other prerequisites.

Intelligence Review (2 weeks - all day)

For middle-grade and senior officers who have been in the Agency at least five years. Covers the Agency's development under the central intelligence concept, recent organization developments to meet current and future responsibilities, changes in functions of the intelligence community, problems of coordination, and future trends in intelligence. Given in Washington area.

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Intelligence Techniques (3 weeks - all day)

For Career Trainees.

Provides instruction and practice in the Agency's techniques used in the production of finished intelligence.

Given in Washington area.

No other prerequisites.

Introduction to Intelligence (2 weeks - all day)

For professional employees at EOD or potential professionals.

Covers concepts of intelligence, the intelligence agencies of the U.S. Government, and the Agency's responsibility for collection, production, and dissemination of intelligence. Includes discussion of the fundamentals of American beliefs and practices. (Part I of Intelligence Orientation Course.)

Given in Washington area.

No other prerequisites.

Introduction to Map Reading & Imagery Analysis (8 days - spread  
over 3 weeks -  
all day)

For professional employees who need to be able to use maps effectively and to do simple photographic interpretation.

Equal emphasis on map reading and photographic interpretation. Other types of imagery analysis are introduced.

Given in Washington area.

No other prerequisites.

JCS-DIA Orientation (2 days - all day)

For selected officers and civilians of the JCS, DIA and the military services.

A semi-annual orientation on CIA by the Agency's senior officials.

Given in Washington area.

No other prerequisites.

Orientation to Intelligence (2 weeks - all day)

For Career Trainees.

Introduces the concepts of intelligence, the structure of the U.S. intelligence community and its relationship to the policy level of Government, and the responsibilities of the Agency for collection, production, and dissemination of intelligence.

Given in Washington area.

No other prerequisites.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Orientation for Overseas (2 days - all day)

For employees (and dependents) assigned to an overseas post for the first time.

Covers the Agency's mission and functions, security, cover, legal and medical advice, and effective working relationships with people of other cultures.

Given in Washington area.

No other prerequisites.

Program for Representatives at Senior Officer Schools (3 days - all day)

Given annually for Agency representatives selected by the TSB for attendance at Senior Officer Schools.

Updates significant developments affecting the Agency; includes instruction in techniques of briefing and in conducting seminars; provides an opportunity to meet recent graduates of Senior Officer Schools and senior officials of the Agency.

Given in Washington area.

No other prerequisites.

Vietnam Area (1 week - all day)

For employees whose work is related to Vietnam.

Covers the geography, history, and social structure of Vietnam, relevant aspects of peasant life and religion as well as attitudes and values, and politics and administration. Within this framework, examines nationalism, colonialism, communism, and basic developmental problems. Considers the current scene and, in particular, the role of the United States. Introduces the Vietnamese language. Lecturers are drawn from other Government units and universities, as well as from the Agency.

Given in Washington area.

No other prerequisites.

Vietnam Station Orientation (5 days - all day)

For all personnel preparing for assignments in Vietnam. A familiarization on the Agency's mission and programs in the area, with a view to increasing capabilities for planning, supporting, and conducting operations.

Given in Washington area.

No other prerequisites.

Writing Workshop (Basic) (4 weeks - T Th - Morning)

For professional employees. (Non-professionals may attend under certain circumstances.)

Covers basic principles of grammar and rhetoric, and elements of sentence construction and paragraph structure.

Given in Washington area.

No other prerequisites.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Writing Workshop (Intermediate) (4 weeks - M W - Morning)

For professional employees. (Non-professionals may attend under certain circumstances.)

Covers principles of good writing, including clarity, accuracy, and logic.

Given in Washington area.

Prerequisites: Writing Workshop (Basic) or Writing Workshop pretest.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

# **SUPPORT SCHOOL**

55

Administrative Procedures (3 1/2 or 5 days - all day)

For clerical employees who support the CS at headquarters. All students attend the first 3 1/2 days for coverage of Agency organization, dispatch and cable procedures, domestic travel and reimbursement vouchers, and operational terminology. CS sponsored students remain the extra 1 1/2 days for coverage of CS records and project procedures.

Given at Magazine Building.

No other prerequisites.

Advanced Management (Planning) (1 week - Sunday afternoon through Friday)

For all officers, line or staff (GS-13/14), who have a need for better understanding of systematic planning. While not designed for personnel engaged in full-time PPB, they are by no means excluded. Specific methodology for planning, selected techniques used in planning, analysis of different planning styles and overall Agency system for planning, programming, and budgeting. Required precourse reading involves 10 - 15 hours; thus, registrations cannot be accepted later than 2 weeks prior to the scheduled starting date.

Given [REDACTED]

No other prerequisites, although Managerial Grid is recommended.

25X1A

Clerical Refresher (4 weeks - morning)

For clerical employees seeking to improve accuracy and to develop speed in either shorthand or typewriting. Separate instruction may be taken in either skill.

Given at Ames Center Building.

No other prerequisites.

Field Finance and Logistics (3 weeks - all day)

For operational support assistants and support officers required to maintain budgetary, financial, and property records at a Class B, C, Type II, or Type III Station. Given at Magazine Building.

Prerequisites: Overseas assignment or work in this particular field. Operations Support strongly recommended.

Management (1 week - all day)

For officers in Grades GS-11 through GS-14. Examines current thinking in managerial style as it relates to communication, employee motivation, and work performance. Exercises in team-action problem-solving are used to provide students an opportunity to apply the concepts and principles covered.

Given in Magazine Building.

No other prerequisites.



SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Managerial Grid (1 week - Sunday afternoon through Friday - all day)

For GS-13s and above. Persons who anticipate attending the Midcareer Executive Development Course should not attend this Course.

Grid concept of classifying leadership and managerial styles is examined. Personal managerial styles are analyzed through team and individual exercises designed to permit the understanding of the managerial styles of others to serve as a means of diagnosing problems which prevent effectiveness at any organizational level. Priority given to individuals whose supervisors have completed the Grid.

Given [REDACTED]  
No other prerequisites.

Midcareer Executive Development (6 weeks - all day - 240 hours)

For designated Midcareerists.

Covers the activities of components of the Agency, the U.S. Government in its international setting, and problems of management, also includes the Managerial Grid.

Given [REDACTED] and Magazine Building.  
No other prerequisites.

Senior Management Seminar (Planning) (1 week - Sunday afternoon through Friday - all day)

For GS-15s and above.

Consists of Advanced Management (Planning) Course. Conducted by consultant.

Given [REDACTED]  
No other prerequisites, although Grid is recommended.

Supervision (1 week - all day)

For employees in grades GS-5 through GS-10 who have supervisory responsibilities.

Explores current thinking on the role of the supervisor in terms of personal behavior, responsibility for subordinates, and organizational and individual needs.

Provides materials and a setting experiencing and examining interteam and intrateam skills and activities. Given at Magazine Building.

No other prerequisites.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET  
CIA INTERNAL USE ONLY

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Support Services (6 weeks - all day)

For Career Trainees assigned to the Support Services. (Young non-CT professionals from within the Support Services, GS-8 through GS-12, may be nominated to attend this course when Career Trainee enrollment falls below eighteen students - anticipated CT enrollment for fiscal years 1969 and 1970 is 8 - 10 per course.)

Acquaints students with organization and mission of various Support Services components. Although field activities are discussed, emphasis is on training for Headquarters assignments. Includes the Managerial Grid and three-day ADP Orientation courses. Given at Magazine Building. No other prerequisites.

Support Services Review: Trends and Highlights (3 1/2 days - all day)

25X1A

For professional Support Services employees (women as well as men) in Grade GS-9 through GS-15. Emphasizes significant trends and developments within the Agency's support activities, and includes presentations in ADP, records management, and PPB (planning, programming, and budgeting). Given [REDACTED] No other prerequisites.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

# **OPERATIONS SCHOOL**

**0  
S**

**25X1C**

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Clandestine Service Records II (Biographic Research)  
(1 week - part time)

For all levels of CS personnel involved in records searching at headquarters.  
Designed to increase effectiveness in recovering information about persons of interest to the CS. Introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other sources of biographic information, primarily as this research is carried out at headquarters. Students are also instructed in presenting the results of their research. A practical exercise in biographic research covers more than fifty percent of the class time.  
Given in Washington area.  
Prerequisites: CS Records I except for RID analysts who have had RID Familiarization training.

Clandestine Service Records III (Records Officers Briefing)  
(2 days - part time)

Required for all CS Records Officers.  
Outlines the responsibilities of the Records Officer in destroying or disposing of CS records; in opening official CS Files; in desensitizing CS records material and in functioning as a focal point for information on the proper execution of records responsibilities. A special briefing is included on the Records Officer's position vis-a-vis the Records Integration Division, the CS Records Review Group, and the CS Records Committee, as well as his place in the overall records management program. A three-hour practical exercise provides familiarity with the RO task.  
Given in Washington area.  
Prerequisites: CS Records I except for RID analysts who have had RID Familiarization training. Present or projected assignment as a CS Records Officer, or assignment requiring judgment in handling and disposition of records.

Clandestine Services Review (9 days - all day)

For CS officers who have recently returned from overseas assignment.  
Covers the organization and function of the Directorates, the CS in detail.  
Given in Washington area.  
No other prerequisites.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

**25X1C**

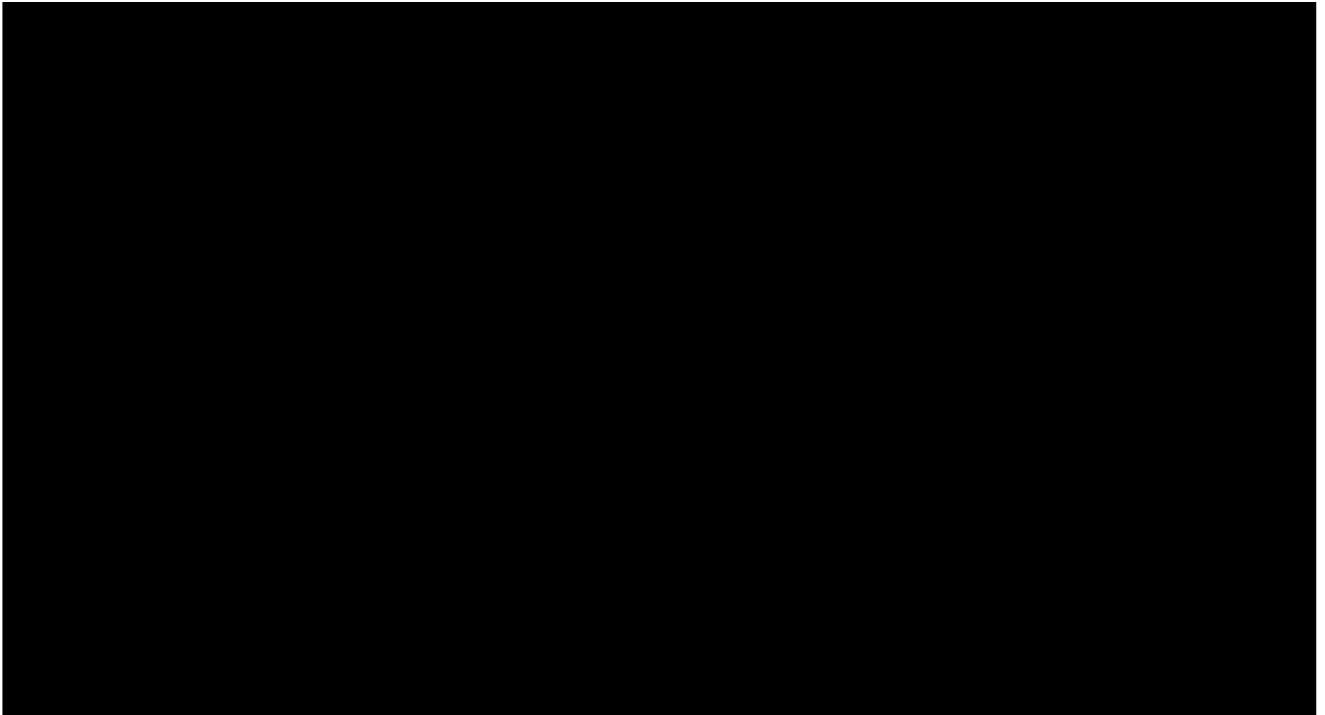
**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

**Next 1 Page(s) In Document Exempt**

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

25X1C

SECRET



Information Reporting, Reports, and Requirements (3 weeks -  
all day)

For CS employees required to report intelligence information.

Covers official policies and procedures for completing a report as well as practical exercises.

Given in Washington area.

Prerequisites: Introduction to Intelligence or equivalent in field or headquarters experience.

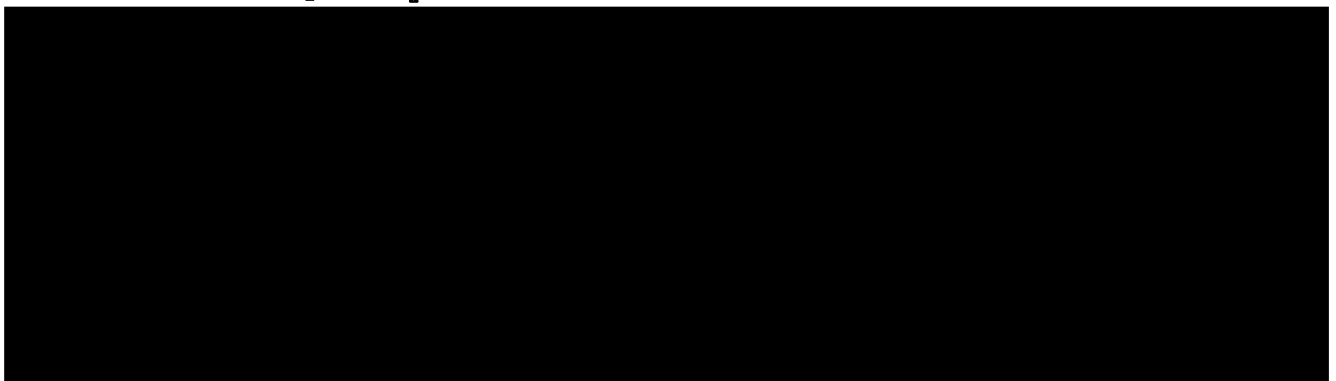
Information Reports Familiarization (1 week - all day)

For CS employees assigned as a junior reports officer or those assigned to type CS reports and intelligence cables.

Given in Washington area.

No other prerequisites.

25X1C



**25X1C**

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

**Next 1 Page(s) In Document Exempt**

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**



**SCHOOL OF INTERNATIONAL COMMUNISM**

**S  
I  
C**

SECRET  
CIA INTERNAL USE ONLY  
**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

**Basic Country Survey: USSR (2 weeks - all day)**

For professional employees whose work requires a basic and comprehensive knowledge of the Soviet Union.  
A brief study of Tsarist Russia and developments since the Communist seizure of power.  
Given in Washington area.  
No other prerequisites.

**China Familiarization (1 week - all day)**

For professional employees.  
Covers survey of mainland China's geography, history, economic factors, and its role in foreign affairs.  
Provides introduction to the Chinese language, including pronunciation.  
Given in Washington area.  
No other prerequisites.

**Communist Party Organization and Operations (3 weeks - morning)**

For professional employees.  
Covers organization and activities of communist parties, with emphasis placed on those in countries in which they are not dominant.  
Given in Washington area.  
Prerequisites: Introduction to Communism or equivalent in headquarters or field experience.

**Communist Target: A Survey (3 weeks - all day)**  
(Formerly Challenge of Worldwide Communism)

For Career Trainees.  
The historical development of the USSR and Communist China is reviewed, together with an examination of the doctrine, organization, and operations of the communist movement throughout the world.  
Given in Washington area.  
No other prerequisites.

**Introduction to Communism (2 weeks - all day)**

For professional employees at EOD or potential professionals.  
Covers historical development of the USSR and Communist China and the doctrine, organization and operations of the Communist movement. (Part II of Intelligence Orientation Course.)  
Given in Washington area.  
No other prerequisites.

**25X1A**

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

**Next 2 Page(s) In Document Exempt**

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

**OFFICE OF COMPUTER SERVICES**

**O  
C  
S**

SECRET  
CIA INTERNAL USE ONLY

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**  
ADP Orientation (3 days - full time)

For the student who is unfamiliar with data processing. The course is an introduction to the basic objectives, phases and problems in automating a particular system. Feasibility and design considerations, implementation steps and considerations, and problems encountered in these stages are outlined in a general way. Given at Magazine Building. Applications should be submitted to the Office of Training through normal office channels.

**ALC Macro Writing (1 week - full time)**

Students are trained in writing assembly language macros for application programs. With the use of examples, macro instruction statements, use of macro library, levels of macro instructions, use of conditional assembly instructions, and system variable symbols are covered. Project management aspects as well as the time-saving concepts of macros is demonstrated. Given in Washington area. Requisites: None, except basic knowledge of ALC. Applications should be submitted to the Office of Training through regular channels.

**APL/360 (1 week - full time)**

This course is intended to provide an introduction to APL/360, a terminal-oriented system, and to the APL programming language. Mechanics of using the system and how to write effective programs over a wide range of applications are covered. The contents of the course include:

- Communicating with the computer
- Arithmetic operations
- Creating and modifying subroutines
- System commands
- Vector and array processing
- Function aspects
- Program management and libraries

Given in Washington area. Requisites: None, except current or near future need. Applications should be submitted to the Office of Training through regular office channels.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1  
BASIC ADEPT Course (15 weeks - full time)

The basic ADEPT program is designed to train an individual for a full time programming position. This course includes the following main areas:

A. Introduction to Computers

Students are oriented to fundamental aspects of computers such as the uses, internal operation, basic instructions and arithmetic of computers.

B. Introduction to Problem-Oriented-Language

In addition to providing the fundamentals of a problem-oriented-language, namely, PL/I, particular emphasis is placed on the organization of a programmed system.

C. Introduction to System/360 Hardware

System/360 hardware characteristics are covered in detail; data and instruction formats, channel concepts, interrupt and PSW mechanics are included as key topics.

D. Introduction to Assembly Language

In addition to learning the assembly language coding instruction set, the student is provided with a knowledge of ADC-OS interface, use of data management macros, and I/O techniques.

E. Introduction to Operating System

A detailed instruction is presented on the basic components of Operating System/360:

Job Management  
Task Management  
Data Management

F. EDP Projects and Problems

Students are assigned, at both the individual and group level, EDP problems which in turn have to be flow-charted, programmed, tested, and documented in complete form.

Given in Washington area.

Due to the expense and space limitations, approval by the appropriate Directorate Information Processing Coordinator (IPC) is required. Maximum class size is 20.

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

#### COBOL Programming Techniques (1 week - full time)

This course was developed to teach application programmers intermediate programming techniques in conjunction with the COBOL language. Upon successful completion of the course, the student is able to:

- A. Develop better working habits during the coding phase of COBOL.
- B. Take advantage of the most efficient method to accomplish program logic control and to select the appropriate method of program logic to modularize an application program.
- C. Understand concepts and actions of list processing and its application with COBOL.
- D. Describe the techniques of subscripting and table searching.
- E. Efficiently use disk storage and the associated data management services.
- F. Properly test a particular application.
- G. Effectively use COBOL (F) extensions.

Given in Washington area.

Requisites: None, except current or future need. Applications should be submitted to the Office of Training through regular office channels. Maximum class size is 15.

#### Interactive Course (1 week - full time)

The student is introduced to the computer terminal and its application. Time-sharing services and the system that is available within the Agency are described. Typical time-sharing applications that have been programmed using the system are reviewed. Various recent facilities that have been added to the system are covered.

Given in Washington area.

Requisites: None

Applications should be submitted to the Office of Training through regular office channels.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY

SECRET

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Linear Programming (1 week - full time)

The course provides an introductory knowledge of linear programming. Practical questions on the application of linear programming to business, economic and industrial problems are answered. Description of basic linear program methods, the identification of a linear program problem, the formulation and solution of some linear program problems are presented.

Given in Washington area.

Requisites: A specific need for job-related knowledge of linear programming.

Applications should be submitted to the Office of Training through regular office channels.

Modified ADEPT Course (5 weeks - full time)

The Modified ADEPT program is intended to serve those Agency personnel who are experienced programmer analysts and yet are not sufficiently familiar with System/360. The main areas covered in this course are:

A. System/360 Hardware

Hexadecimal arithmetic, data and instruction formats, channel concepts, interrupt and PSW mechanics are presented in detail.

B. Assembly Language Coding

The student is instructed in the use of the assembly language coding instruction set, ALC-OS capabilities, data management macros, as well as advanced techniques such as macro writing.

C. Operating System

In addition to a detailed presentation on Job, Task, and Data Management, User Libraries, System Utilities, and other system support activities are covered.

D. System Design Aspects and System/360

The programming management problems that can appear in an effort using the above facilities and their associated solutions are covered.

Given in Washington area.

Requisites: Due to the expense and space limitations, IPC approval is required. Maximum class size is 20.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY



Job, Task, and Data Management, the main Operating System/360 components, are presented. The main areas for this course are:

A. Concepts and Facilities

OS/360 system design and philosophy of the system is presented.

B. Job Management

Job management routines and the associated Job Control Language is presented to the student.

C. Linkage Editor Facilities

The capabilities of the linkage editor in conjunction with the many user programs is presented.

D. Program Design

A four stage evolution of a program to a system using the above program facilities is demonstrated.

E. Access Methods

The various access methods, such as sequential, indexed sequential, direct, and partitioned, and their use, such as queued or basic, are presented in detail.

F. Debugging

Debugging techniques as they are related to above subjects are presented.

Given in Washington area.

Requisites: None, except immediate or near future need. Applications should be submitted to the Office of Training through normal office channels no later than one month before course.

**PL/1 Macro Writing Course (1 week - full time)**

PL/1 Compile-Time Facilities are presented in detail. Practical application of the macro facilities is shown with the use of a number of examples.

Given in Washington area.

Requisites: Basic PL/1 knowledge.

Applications should be submitted to the Office of Training through regular office channels no later than one month before course.

SECRET  
CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

PL/1 Programming Techniques (1 week - full time)

This course was developed to teach application programmers intermediate programming techniques in conjunction with the PL/1 language. Upon successful completion of the course, the student is able to:

- A. Develop better working habits during the coding phase of PL/1.
- B. Employ the most efficient use of procedural blocks and associated on-conditions.
- C. Effectively use built-in functions.
- D. Properly use the stream and record I/O statements.
- E. Use listing processing capabilities of the language.
- F. Create macro for an actual application.

Given in Washington area.

Requisites: None, except immediate or near future need. Applications should be submitted to the Office of Training through normal office channels.

Programming Language/One (1 week full time or 2 weeks part time)

For experienced programmers.

The student is trained in the complete set of PL/1 facilities. Program definition, assignment and control statements, stream and record I/O statements, array processing, built-in functions and on-conditions, list processing, macro processing and asynchronous processing are topics that are covered. Projects that have been written in PL/1 are also presented.

Given in Washington area.

Requisites: None, except a need for PL/1 programming direct use.

Applications should be submitted to the Office of Training through normal office channels.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Systems Analysis (2 weeks - Full time)

This course is designed to train experienced project leaders (Program Analysts and Systems Analysts) in the application of advanced or third generation techniques to EDP systems design. A detailed examination of an actual EDP system is made with respect to the following aspects:

A. Mathematical Considerations

Introductory statistical and probability topics are covered and a basic understanding of data distributions and their characteristics is developed.

B. Programming Considerations

In addition to showing a number of different programmed approaches to the above project, an advanced technique, such as the use of macros, is also demonstrated and employed.

C. Data Considerations

The structures and organizations of a data file are related to the application. Volume and activity of data as well as the various formats of the data and conversions are presented.

D. Simulation Considerations

Important concepts of the employment of GPSS/360 to the project are demonstrated.

Given in Washington area.

Requisites: Due to expense and space limitations, IPC approval is required. Maximum class size is 15.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

## **NON-OTR INTERNAL COURSES**

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

**MISC.**

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Budget Process Course (1 week - 1/2 days Monday through Friday)

For those directly involved in the budget formulation and execution phases of Agency financial management. The course will provide an understanding of the purposes of Federal budgeting, detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures, and the interrelationship of programming, budgeting and accounting activities.  
Given in Washington area.  
No other prerequisites.

25X1C



#### Reading Improvement

For employees whose work effectiveness would be increased by improved reading skills.  
Course objectives are: the development of a more effectively organized approach to job-related reading and a significant increase in comprehension, speed, and recall.  
Given in various locations in the Washington area for the convenience of participants. Classes are limited to 22 to allow for individual instruction and students are expected to practice at home and at work between sessions.  
Costs (about \$45 per student) are borne by each sponsoring office.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

## **REQUEST FOR INTERNAL TRAINING**

### **Form 73**

A revised Form 73 "Request for Internal Training" was made available in 1966, and Training Officers are requested to use this edition of the form, on which most blocks are self-explanatory. A model of the form is reproduced on page 39 for your convenience and noted below are several items which require careful and concise completion.

Item 1. The name appearing here is normally that used on all official records. If, for security reasons, an individual is to take the course under another name, it is to be entered here. The employee serial number should be provided in this block.

Item 4. The original EOD is used here, not an EOD resulting from a return from overseas, from a transfer between Agency elements, or from some other administrative action. This information has significance because admission to many OTR courses depends on total length of service.

Item 11. (Formerly Item 8) Special care is to be given in filling out this block. OTR cannot provide appropriate training for students without at least a general picture of the experience of the applicant plus an accurate description of his current or projected assignment. The information serves a twofold purpose. OTR uses it to determine the

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

qualifications and priority status of the applicant; instructors use this information to mold their courses to the needs and experience of the students. Much valuable time is lost if instructors must wait until the first day of the course to obtain this information from the students themselves. Although all Training Officers should see that adequate detail is provided in this block, it is essential that CS Training Officers particularly do so for operations courses.

Item 12. This information should be supplied.

Item 14. This date, estimated or otherwise, has a bearing on priority of admission to some OTR courses. It should be filled in whenever applicable.

Item 15 and 16. Copy Number 2 (pink), the instructor's copy, must be an exact duplicate of the original, also carrying the required signature. The supervisor's name should appear in typewritten form along with the signature.

Item 18. Although the reverse side of the form is for OTR's use, this block may be used if, for example, Item 11 has to be continued or if any qualifying comments will further assist OTR/ISS/AIR or the instructors.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

## REQUEST FOR INTERNAL TRAINING

PLEASE PRINT OR TYPE. Complete all entries. Use a separate form for each course. Complete in triplicate and send through Training Officer. For OTR courses, send the original and copy No. 2 to the Registrar, OTR. For courses given by other components, send original and copy No. 2 to the Training Officer of that component.

1. NAME (Last, first, middle) Sample, James E.		<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	2. YEAR OF BIRTH 1932
3. GRADE OR EQUIVALENT GS-11	4. E.O.D. (Original) MONTH & YEAR 09/53	5. DIRECTORATE DDS	6. OFFICE OTR
		7. STAFF/DIVISION ISS	
10. TRAINING REQUESTED (Use title shown in catalog) TITLE: Intelligence Review Course			
DATES: 4/14/69 - 4/25/69			
11. DESCRIBE APPLICANT'S PRESENT OR PROJECTED DUTIES AS THEY RELATE TO THE OBJECTIVES OF THE REQUESTED TRAINING As Information Specialist, the applicant's duties include disseminating various types of information on training opportunities available outside the Agency. The Intelligence Review provides information on the current goals or objectives of the Agency's components. This information will enable Mr. Sample to provide more effective support to these components in their requirements for training information.			
12. EDUCATION (Level attained & major subjects) BA - English Graduate courses in library science.		13. TYPE CLEARANCE HELD <input type="checkbox"/> SECRET <input checked="" type="checkbox"/> TOP SECRET	
		14. IF SCHEDULED FOR OVERSEAS INDICATE DEPARTURE DATE N/A	
15. NAME AND SIGNATURE OF SUPERVISOR Joseph P. Friendly	EXTENSION 9876	16. SIGNATURE OF TRAINING OFFICER	DATE 3/18/69
			EXTENSION 6789

FORM

64 73

USE PREVIOUS EDITION

(45)

SECRET

GROUP 1  
Excluded from automatic  
downgrading and declassification

3-OFFICE COPY

SECRET (When Filled In)

## THIS SIDE FOR REGISTRAR'S USE ONLY

## 16. AGENCY-SPONSORED TRAINING COMPLETED BY APPLICANT

## 17. PREREQUISITE TESTS (Flat B, foreign language proficiency, etc.)

## 18. REMARKS

Although we have been informed that this class is already oversubscribed and that this applicant will be placed on standby, we will keep him available until noon of the first day of the class.

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET



## REQUEST FOR EXTERNAL TRAINING

### Form 136

The Office of Training has received many inquiries on how best to complete the Form 136 (Request for Training at a Non-Agency Facility). We hope the following will be of assistance in answering these questions. A facsimile of Form 136 appears on page 42.

In addition to being a request for training, the Form 136 also serves as a contract for the expenditure of funds, a request for travel order (where appropriate), a request for security approval, and the input document for the computer.

Items 3 - 15 in the sample show the correct form for completing these blocks. Proper completion of these blocks facilitates processing the request and decreases time-consuming corrections.

In the past, occasionally the information supplied in items 23 through 25 have not been thorough. Item 23 should be as complete and accurate as possible (reference to course announcement or brochure would be helpful); item 24 should show the facility providing the training, and item 25 is the actual location (e.g. Boston) of the training site.

Description of course, item 26, should be a repetition of the facility's course description (if available) in sufficient detail to permit matching the training goals in item 30.

25X1C

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

**SECRET**  
(When Filled In)

<b>Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1</b>						<small>TYPE &amp; REQUEST NO. (Registrar use only)</small> <b>E Component - not Branch</b>	
TO: Director of Training				ATTN: Registrar or Directorate			
EMP. SER. NO.	4. NAME (last, first, middle)			5. SEX	6. YOB	7. ORIG. EOD DATE	8. OFFICE
123654	DOE, John J.			M	23	MO 07 YR 56	OTR
9. GRADE	10. SD	DATES OF COURSE		15. FT/PT/COMB		Digits only	
12	ST	11. FROM (m-d-y) 11 08 67	12. TO (m-d-y) 12 15 67	Course Dates: six digits - month, day, year			FT
Do not indicate "GS" or the step level within the grade							
23. TITLE OF COURSE							
24. INSTITUTION SPONSORING TRAINING				25. LOCATION OF TRAINING			
26. DESCRIPTION OF COURSE							
If Component money is involved, be sure these are completed.							
27. I CERTIFY FUNDS ARE AVAILABLE				28. COSTS (Registrar Use Only)			
OBLIG. REF. NO.		CHARGE FAN ACCOUNT NO.		REGISTRATION, TUITION, FEES		\$	
DATE		SIGNATURE		TRAVEL			
				PER DIEM			
				OTHER			
29. APPLICANT'S TITLE			EXTENSION		TOTAL		\$
30. SPECIFIC OBJECTIVES AND LEVEL OF PROFICIENCY TO BE ATTAINED (relate to assignment)							
31. APPLICANT		YES	NO	CCS USE ONLY			32. IS REQUESTED TRG. IN
HAS COVER							OTR BUDGET
WILL USE COVER FOR THIS TRG.							OFFICE BUDGET
							NEITHER
				SIGNATURE		DATE	
33. I INTEND TO MAKE THE AGENCY A CAREER. IF REQUIRED I WILL SIGN A TRAINING AGREEMENT				APPLICANT			
34.				TRAINING OFFICER			
35. CAREER SERVICE BOARD APPROVAL				FOR CSB			
36. REQUESTED TRAINING IS CONSIDERED IN CONSONANCE WITH EXISTING REGULATIONS				OFFICE HEAD OR OPERATING OFFICIAL			
37. CCS CONCURRENCE (only if item 31 is affirmative)				FOR CCS			
38. OTR APPROVAL				DIRECTOR OF TRAINING			

**Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1**

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

CIA INTERNAL USE ONLY

Approved For Release 2001/03/30 : CIA-RDP78-06370A000200120001-1

SECRET

CIA INTERNAL USE ONLY